

# Lowell City Election Poll Worker Training



November 2021

# **General Duties of Election Officers**

## **Warden: General Duties and Authority**

- The warden shall be the chief election officer at the polling place.
- The warden shall supervise the other precinct election officers before the polls open, during the election, and while the ballots are processed.
- The warden is responsible for maintaining order and handling violations of election law by election officers or others. The warden may use police assistance when necessary.
- If the warden leaves, his deputy shall be in charge, but if there is no deputy, he shall designate a qualified election officer to be in charge.
- The warden is the point of contact between the polling place and the Elections Office.

## **Clerk: General Duties**

- The clerk shall record in the Clerk's Report all facts relating to the election required by law to be recorded.
- The clerk shall record any unusual happenings during the conduct of the election.
- The clerk is responsible for maintaining the Election Record and filling out forms.
- The clerk shall read and record the ballot box register before and after the election.
- The clerk shall assist the warden with managing the polling location.

# General Duties of Election Officers (Cont.)

## Inspectors/Translators: General Duties

- Inspectors shall be assigned to duties by the warden.
- Inspectors shall be responsible for the check-in/check-out books.
  - Voters **must** check in before receiving a ballot and **must** check out before putting ballot into the Accu-Vote Machine.
- An inspector or other election officer shall be assigned to the demonstration marking unit to instruct voters on its use and to observe voters in order to offer assistance to those having difficulties.
- Two inspectors shall be assigned to the check-in area and two other inspectors at the check-out area.
- Inspectors with translation skills will assist voters for whom English is a second language with voting.

# Opening the Polls

- Election workers arrive at 6:00 A.M.
- Polls open at 7:00 A.M. and close 8:00 P.M.
- When polls open, they must be ready for voters to vote.
  - Voting machine must be ready to take ballots.
  - Zero tapes must be printed and posted.
  - Booths must be set up.
  - Specimen ballot and instruction cards posted.
  - AutoMark set up and turned on.
  - Check-in and Check-out tables and ballots ready.
- Wardens should call “no show” poll workers prior to calling the Elections Office. Please wait until 7:30 A.M. to notify the Elections Office about no shows.
- All poll workers have an hour for lunch, a hour for dinner, and a 30 minute break. The City will not provide food. (Plan ahead!) The Warden is in charge of scheduling lunch and dinner breaks.

## **“The Voting Cycle” (or how the typical voter votes)**

1. Voter arrives to his/her polling location and goes to the **CHECK-IN** Table.
2. Voter provides his/her name and address to the INSPECTORS at the **CHECK-IN** Table.
3. The inspectors find the voter's address and name and, using a red pencil and ruler, MARKS THE BOX next to the voter's entry.
4. The inspectors then hands the ballot to the voter.
5. Voter goes to a booth and marks their ballot.
6. Voter goes to the **CHECK-OUT** Table and provides his/her name and address to the inspectors at the table. (REMEMBER! Voters must check out first **BEFORE** inserting ballot in the ballot box.)
7. The inspectors find the voter's address and name and, using a red pencil and ruler, MARKS THE BOX next to the voter's entry.
8. Voter inserts ballot into the ballot box machine.

# Changes to "The Voting Cycle" in the Municipal Election

- Polling locations have been centralized so they either cover an entire district or half of a district. Full list for Preliminary below:

District 1: Pawtucketville Memorial School Gymnasium, 425 W Meadow Rd., (Serving District 1 voters in Wards/Precincts 6-2, 6-3)

**-AND-**

McAvinnue School, 131 Mammoth Road (Serving District 1 voters in Wards/Precincts 5-1, 5-2, 5-3, 6-1, 7-1).

District 2: Robinson School, 110 June Street

District 3: Reilly School, 115 Douglas Road

District 4: Lowell High School Cafeteria, 50 Father Morissette Blvd. - Serving District 4 voters in Wards/Precincts 2-1, 2-2, 2-3, 5-1, 5-2, 5-3

**-AND-**

Rogers School Gymnasium, 43 Highland Street  
Serving District 4 voters in Wards/Precincts 4-3, 10-2, 10-3.

# Changes to “The Voting Cycle” in the Municipal Election (Cont.)

District 5: Butler Middles School, 1140 Gorham Street

District 6: Morey School, 114 Pine Street

District 7: Lowell Senior Center, 276 Broadway Street

District 8: James Daley School, 150 Fleming Street (Serving District 8 voters in Wards/Precincts 8-2 and 8-3)

**-AND-**

Collegiate Charter School of Lowell, 1857 Middlesex Street (Serving District 8 voters in Wards/Precincts 3-1, 3-2, 3-3, 8-1).

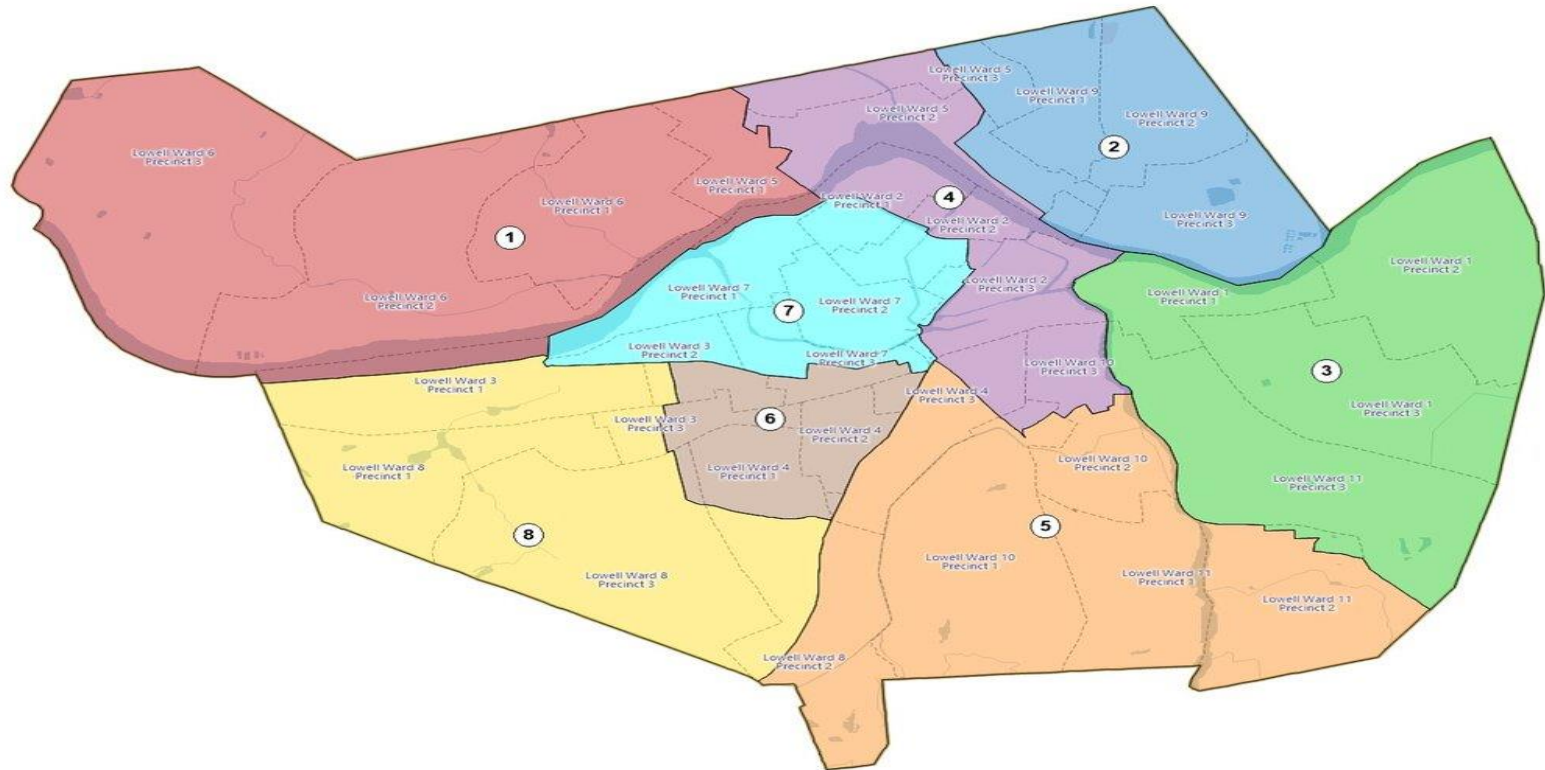
We still process voters the same way. Voters check in by street and name just like in normal elections, but instead of looking at Ward and Precinct the list will be sorted by Municipal District.

# **“The Voting Cycle” in the Municipal Election (Cont.)**

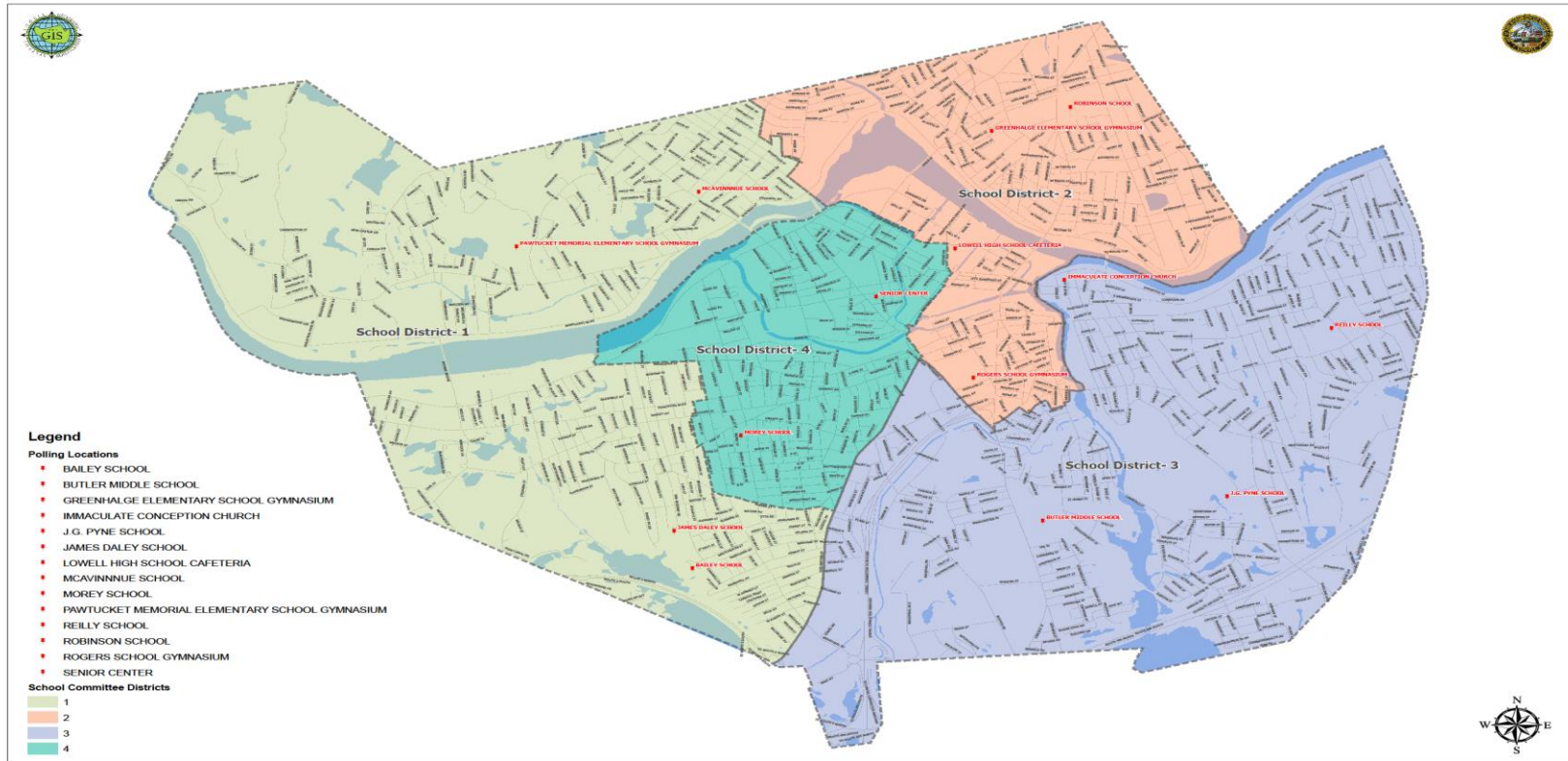
- Lowell is divided into different municipal districts with different candidates and races depending on the district you are in. As such, the ballots are NOT INTERCHANGABLE. Check your ballots to make sure you have correct District. The top left corner of the ballot will list the District the ballot is for. (We prepare the ballots before they are sent out, but it is always important to double check.)



# City Council District Map



# School Committee District Map



## **“The Voting Cycle” in the Municipal Election (Cont.)**

- The ballot is ONE PAGE, SINGLE SIDED. The heading of the ballot is **YELLOW** for EV/AV Ballots and White for Election Day.
- You will be checking in voters through new Electronic Poll Pads that the City has recently obtained. Check in will be just like using the poll pad for Early Voting. You will also have a paper voting list as emergency backup.
- You will have three AccuVote Machines in your Polling Location. Two will be for voters on Election Day (A and B). Voters can insert their ballot in either machine. The third (C) will be dedicated to processing Early Voting and Absentee ballots only. At the end of the night, you will count all the ballots together for one final result for your polling location.
  - Combine ballots from AccuVote A, AccuVote B, and AccuVote C, sorting all your write-ins and hand-counts together.

## Differences in “The Voting Cycle” due to COVID-19

1. To avoid multiple lines, state is permitting municipalities to eliminate CHECK-OUT Table. As such, Voters will ONLY BE REQUIRED TO **CHECK-IN** Table.
2. Poll worker will still be assigned to Ballot Box to ensure ballots are processed.
3. All poll workers are **REQUIRED** to wear a face mask and face shield when working the polls and when closer than 6 feet with voters, poll workers, or others. Failure of poll workers to wear the face mask and shield will be grounds for dismissal.
4. Voters lining up must maintain social distancing of 6 feet while in line and at polls. Duct tape will be provided for poll workers to use to measure out distance.
5. A hand sanitizer pump will be set up at check in table for voters to use. Ballots should be kept behind the Plexiglas barriers and handed to voter.
6. A poll worker should go around at certain times to wipe down ballot markers and high contact areas.

## **Differences in “The Voting Cycle” due to COVID-19 (Cont.)**

7. Voters are strongly encouraged to wear a mask. However, we cannot stop a voter who refuses to wear one to vote. For these voters that refuse to wear a mask, an isolation table will be set up at each polling location:
  - a. Isolation table will be in far corner of polling location.
  - b. Voter will be provided ballot with privacy screen. Warden, clerk, or one inspector will escort voter to table.
  - c. Voter will be left alone to vote, and then once done will be required to raise hand.
  - d. Poll worker will then come to voter and assess area to make sure path to ballot box is clear of voters as possible. Then poll worker will escort voter to ballot box.
  - e. If there are multiple mask less voters, they must wait one at a time, socially distanced in line, to use isolation table.

# **When the “Voting Cycle” Changes (or what happens when an atypical voter votes)**

- The following slides present common situations where you will be processing ballots for voters that differ from the typical Voting Cycle.
- Your Warden and Clerk will have materials in their folder and binder to fill out and guide you in these situations.
- Keep calm, follow instructions, and work the problem.

# The Ballot's Not Going in the Machine!

- You may run into situations where the ballot does not feed into the machine.
- In such situations, try to do everything you can to get the machine to accept the ballot (without forcing it)!
  - Try inserting the ballot another way. (Flip it, turn it, etc.)
  - If the ballot is folded or creased, use your ruler to flatten the ballot at much as possible.
  - The voter may have over voted or submitted a blank ballot. Check the machine screen for such a message. If so, encourage the voter to fill out another ballot with the correct voter numbers.
    - If the voter insists that he wants to submit an over voted/blank ballot, Warden will override machine (hold YES button on AccuVote) to allow it in. It will not count towards the tally. Clerks will record the incident.
  - Sometimes the ballot may have a printing error that prevents the machine from reading. Check the machine screen for such a message. If so, encourage the voter to fill out another ballot.

# **But the Ballot's STILL Not Going through the Machine!**

- If you try everything and the ballot still does not go through the machine, the ballot will be inserted into the HAND COUNT slot on the right side of the ballot box.
- HAND COUNT should ALWAYS be your last resort. Try to do everything you can to avoid putting ballots in the hand count.
- The reason for this is because when the polls close, all poll workers must hand count, tally, and record all of the hand counts in the ballot box. The fewer ballots that have to be processed this way, the easier it will be for you.



# The Ballot's Jammed!

- If you get a message on the LCD screen that the ballot is jammed, the Warden and Clerk will call over the Police Officer to get the keys. Open the security flap on the ballot box, and gently ease out the Accuvote machine. Do not shut the power off.
- You should see a ballot caught in the exit slot of the Accuvote. What you will do with the ballot depends on the message on the Accuvote's LCD screen:
- If the message says "**Counted Ballot Jammed in Reader,**" the Accuvote read and counted the ballot. Gently pull the ballot out of the Accuvote and insert into the black ballot box.
- If the message says "**Returned Ballot Jammed in Reader,**" the Accuvote did not read and count the ballot. Take the ballot out, reinsert the machine, and reinsert the ballot. If you keep having issues, it could be the ballot itself. Try voiding the ballot and giving the voter another one.

# **The Ballots are STILL getting Jammed!**

- If multiple ballots keep getting jammed, you may have a situation that ballots that have already been counted and are in the bin need to be pressed down. Warden and Clerk call over officer and get keys. Open back panel to black ballot box and press down the ballots to make space and clear the exit slot. This can often happen when you don't press down absentee/early ballots, their "accordion" shape takes up space.
- If there are so many ballots that you cannot press down, remove these counted ballots and secure them in a plastic bin with a yellow security tab. Keep under Warden/Clerk Table or with Police Office until end of election. REMEMBER! You need to sort these with all the rest of the machine counted ballots at the end of the election. DO NOT FORGET THEM.
- If the Accuvote keeps rejecting ballots, CALL CITY HALL IMMEDIATELY. A technician will be sent out.

# The Voter is Inactive!

- Some entries in the Poll Pads will be marked in **RED** or the Check-In Books will have an "I" below the box you mark. "I" stands for "Inactive Voter." Inactive voters are registered to vote, but they have either not voted for a while or did not respond to the City's local census. As such, we do not know if their address is current.
- Inactive voters will have to fill out with the Clerk an "Affirmation of Current and Continuous Residence" sheet.
- Inactive voters will be asked to provide identification showing their name and current address. Inspectors, call your Warden and Clerk over as they will process this with the voter.

# What IDs are acceptable?

- Acceptable identification must include your name and the address at which you are registered to vote. Acceptable forms of identification include:
  1. Current and valid driver's license;
  2. State issued identification card;
  3. Current utility bill;
  4. Recent Bank statement;
  5. Recent Paycheck;
  6. Recent Government check;
  7. Any other government document showing your name and address.

# **But I don't have an ID!**

- Even if an inactive voter fails to show their ID, they must still be allowed to vote and the ballot will be processed through the machine into the ballot box.
- However, an election officer shall, and any other person may, challenge their right to vote under M.G.L. c. 54, § 85 and 950 CMR 54.04(23). For the purpose of 950 CMR 54.04(6)(b) suitable identification shall be defined in 950 CMR 54.04(6B).
- Inactive voters who do not have an ID must fill out an Inactive Affirmation in the Green Binder. Wardens and Clerks will fill out with voter.

# **The Voter's name is not in the Check-In List!**

- There may be times where the voter's name is not in the Poll Pad and Check-in book. In such times, Inspectors call over a Warden or Clerk and do the following:

# Is the Voter at the Correct Polling Location?

- The first thing you should **ALWAYS** check first is if the voter is a registered voter and/or is at the correct polling location.
- The voter may either not be registered to vote or did not register in time for the election (last day to register is October 13). You or the voter can check registration status on the state's website:  
**<http://www.sec.state.ma.us/voterregistrationsearch/>**
- The voter may be at the wrong polling location. Posters with QR codes will be provided at polling locations. You or the voter can also check if they are in the right location on the state's website:  
**[wheredoivotema.com](http://wheredoivotema.com)**
- Wardens can also call the Election Office/Phone Bank and we can look up the voter's information:  
**(978) 674-4046**

# **The Voter is at the Wrong Location!**

- If you find after looking up the voter and discovering that he or she is at the wrong location, direct the voter to the right location where they can vote.
- A voter must go to their correct ward and precinct in order for their vote to be counted. That's because that voter has to be checked-in before they vote.
- Do everything you can to convince the voter to go to the correct polling location.
- If you need to look up a polling location, Wardens call the Election Office.



## **Provisional Voting (or Voting of LAST RESORT)**

- There may be rare circumstances where a voter who does not appear in the poll pad/check-in book may still vote in your polling location.
  - The voter's name is listed incorrectly in the check-in/check-out book.
  - The voter's name is not in the check-in/check-out book but they either absolutely insist that this is their correct polling location and refuse to go to the correct one or there is no time before the close of the polls for the voter to get to the correct polling location.
  - The voter is newly registered to vote who is flagged to show ID but does not have identification.
  - is does not appear in the list, If the voter's name does not appear on the voting list or is listed incorrectly, you may seek to vote by one of the following methods:
- In such circumstances, the person will be allowed to vote by PROVISIONAL BALLOT.
- Provisional voting is the ballot of last resort. Like with hand counts, you should do everything you can to avoid provisional voting.
- Provisional ballots must be reviewed and accepted by the Election Commission or their authorized designees after the election. They are often rejected.

# Provisional Voting Instructions

## PROCEDURES FOR PERSONS NOT LISTED ON VOTING LIST, THOSE CLAIMING A LISTING ERROR, OR ON VOTING LIST WITH ID FLAG AND DO NOT HAVE ACCEPTABLE ID.

- WARDENS AND CLERKS LEAD THE PROCESS!
- Voters listed in the check-in/check out books that need to show ID but do not have acceptable identification will vote provisionally. Inspectors will write with the red pencil the letters "PV" next to the voter's name in the check-in/check-out book.
- The Warden and Clerk will have the voter fill out and complete a "Provisional Ballot Affirmation." We have prepared provisional ballot kits that contain all the instructions and envelopes that are needed. The Warden and clerk complete their sections of the form. (In the top right corner, insert the name of the city/town and the ward/precinct. In the top left corner, insert the provisional ballot number. The Warden must also complete the bottom left section labeled "Precinct Election Official.")
- After the voter completes the Affirmation, ask the voter for ID. Record the identification in the precinct election official box—if they provide it.
- **Even if the voter does not provide ID, the voter MUST be allowed to cast a provisional ballot!**
- Keep the completed Affirmation.
- Clerks complete the Provisional Voting Roster with the voter's name, address, date of birth, political party and ballot number as well as reason code. The Provisional Voting Roster becomes part of the Clerk's Record.
- Hand the voter a Provisional Ballot Information Sheet, a ballot, and a provisional ballot envelope (pre-made kit).
- Be sure to write the word "Provisional" on the top of the ballot in the middle. Be sure to write the provisional ballot number and ward and precinct on the Information Sheet and the Ballot Envelope.
- Instruct the voter to a voting booth to complete their ballot and then seal it in the envelope after they complete voting on it and then to go to the check-out.
- **REMEMBER!!! PROVISIONAL BALLOTS NEVER go through the ballot machine or into the ballot box! The sealed ballot envelope is STORED IN THE ORANGE BAG!**



# Inactive vs. Provisional Voters

	Inactive Voters	Provisional Voters
Who	A voter who failed to respond to the annual street listing or whose acknowledgement notice was returned as undeliverable.	A person who claims they should be listed as a voter in that precinct but whose name does not appear or a newly registered voter who is flagged to show identification but does not have identification.
Appearance on Voting List	Inactive voters will be listed with "I" next to their name.	Most provisional voters do not appear on the voting list. Newly registered voters flagged to show identification will be listed with "ID" next to their name.
Paperwork and Identification Requirements	Inactive voters must complete an "Affirmation of Current and Continuous Residence." Inactive voters must show identification with their name and address.	A person not listed must complete a "Provisional Ballot Affirmation" and show identification. A voter flagged to show ID who shows identification does not need to complete any additional paperwork.
What if They Do Not Have Identification?	An inactive voter who does not have identification must be challenged. However, the ballot will be put into the tabulator and be counted.	The ballot of a provisional voter who does not have identification cannot be counted.
Ballot Counted?	YES	Only if a record can be found that the person registered to vote at the address they claim the right to vote AND they show identification can the ballot be counted.

# Absentee Ballots

- Even with early counting of early and absentee ballots, you will still likely need to process absentee and early voting ballots received up to Election Day.
- Voters can vote via absentee ballot if they either will not be in the City on election day or are medically unable to go to a polling location. Throughout the day, Election Commissioners will be delivering ballots to your polling location for processing.
- Absentee ballot voters are marked with a red ABSENTEE VOTER stamp along the entry in the check-in/check-out book. Once the Warden receives them and Clerk records them, process them like you would if the voter was present. FOLLOW the VOTING CYCLE! Check the absentee voter in, check the absentee voter out, and feed the ballot into the machine.
- YOU CAN ONLY ACCEPT ABSENTEE BALLOTS PROVIDED BY A COMMISSIONER, NOT THE VOTER.
- Process the absentee ballots when you can throughout the day. Don't wait until the close of polls. It will make your closing all the more difficult.

# **The Absentee Voter appears at the polls! (or what to do when vacation is canceled...)**



- In situations where an absentee voter actually shows up to the polling location, processing them can go one of two ways:
  1. The absentee ballot has not been processed.
    - The voter votes like a regular voter. Warden takes their absentee ballot, spoils it and marks that the person voted in person, Clerk's records matter, ballot set aside to return back to City Hall in cloth bag.
  2. The absentee ballot has been processed.
    - The voter cannot vote.
- Wardens, call the office if this occurs.

# Early Voting

- For the State Election, MA has authorized early in-person voting before Election Day. Voters can cast a ballot at the Lowell Senior Center and other locations in the City. Also, MA is permitting all voters to vote by mail due to COVID-19.
- As with Absentee Ballots, throughout the day, Election Commissioners will be delivering Early Voting ballots to your polling location for processing.
- Early Voting ballot voters are marked with a blue EARLY VOTING stamp along the entry in the check-in/check-out book.
- Once the Warden receives them and Clerk records them, process them like you would if the voter was present.
- FOLLOW the VOTING CYCLE! Check the early voter in the Check-in books, and feed the ballot into the machine.
- YOU CAN ONLY ACCEPT EARLY VOTER BALLOTS PROVIDED BY A COMMISSIONER, NOT THE VOTER.
- Process the early voter ballots when you can throughout the day. Don't wait until the close of polls. It will make your closing all the more difficult.

# Why is that person observing?

## CONDUCT OF OBSERVERS

Observers may not wander inside and around the polling location, as it becomes disruptive and confusing as to who is an election official, voter, observer, etc. Observers are to have absolutely no interaction with voters.

An observer may not:

- 1) Speak directly to voters;
- 2) Speak to each other;
- 3) Talk on cell phones;
- 4) Take pictures of individual voters checking-in;
- 5) Take pictures of voters marking their ballots or depositing their marked ballots into the ballot box in a manner in which the secrecy of the ballot may be compromised;
- 6) Record audio of the check-in process;
- 7) Converse with election workers; or
- 8) Ask election officials to repeat or speak louder. (If election officials are not announcing the name and address of the voter loud enough, the observer should contact the warden).

An observer located at the check-in table may only speak when making a challenge or when requesting to speak with the warden. For all other observers, any communications must be made only to the warden.



# What is a Challenged Voter?

## CHALLENGE PROCESS

If a voter is challenged, the poll worker should call the warden, who shall ask the challenger to briefly set forth factual information specific and personal to the challenged voter as to the reasons that voter is not qualified to vote in the election at that precinct. If the election official determines that the challenge is valid the warden shall process the challenge consistent with the regulations. G.L. c. 54, §§ 85, 85A; 950 C.M.R. § 54.04(23).

The warden shall then ask the challenger: "What is the reason for the challenge?" If the reason is general in nature (i.e., the voter is not who they say they are), the warden will ask the challenger, "Why?" If the challenger doesn't give a specific reason, the warden must reject the challenge. The burden is on the observer to provide such information, and the challenger must be ready to do so.

If the warden believes that the reason stated by the challenger is factually specific and personal to the voter and therefore valid, the warden shall administer the following oath to the challenged person:

**"You do solemnly swear (or affirm) that you are the identical person whom you represent yourself to be, that you are registered in this precinct, and that you have not voted in this election."**

# Challenged Voter cont.

After the oath is administered, the Warden and Clerk then writes down challenged voter's name, address, reason for challenge, and time in the Clerk's Report and shall mark the ballot given in the margin with the letters "CV1." If there are multiple challenged voters the number keeps going. (i.e. CV2, CV3, CV4, etc.) The challenged then casts ballot in the vote tabulator.

Process the ballot then like an ordinary ballot. (Check it in, check it out, etc.). Inspectors mark "CV" next to the challenged voter's name in red pencil.

# Challenged Voter cont.

## **INVALID CHALLENGES**

If the election officer determines that the challenger has not provided factual information specific and personal to that voter demonstrating that the voter is not qualified to vote at that precinct then the election officer shall reject the challenge on the grounds that the challenge was not based upon a legal cause.

The election officer shall note in the clerk's election record the name of the challenged voter, the name of the challenger, the factual basis for the challenge and the reason why the challenge was rejected.

A challenger should be made aware that any person unlawfully using the challenge procedure for improper purposes, including but not limited to, the intimidation of a voter or to ascertain how he voted, may be fined up to \$100 and or be subject to other available legal penalties and/or remedies.

Baseless challenges may be grounds for the warden to have the observer/challenger removed from the polling location.

# **Closing the Polls**

- Polls close at 8:00 PM.
- Voters in line at the close of polls must still be allowed to vote.
- The public must be allowed to watch the closing and counted process if they so chose. They are only permitted to observe and cannot take part in the process. Observers must be allowed within the polling place but stand outside the guardrail.
- Only Wardens, Clerks, and Inspectors may take part in the actual process of counting and sealing the voting materials.

# **Closing the Polls**

- Information to be included in the Clerk's Report:
  - Final tally number on the ballot machines/ballot boxes.
  - The number of spoiled ballots.
  - The number of provisional ballots.
  - The number of unused ballots.

## **Closing the Polls: Tallying Results**

- After closing out the ballot machine, Wardens and Clerks print out the final tally tapes.
  - Print out two copies. One for posting next to the zero tape, one to return to City Hall.
- Unlock the ballot box and check for ballots in each compartment (machine count and hand count).
- Remove machine count and hand count ballots from both boxes and put INTO TWO SEPARATE PILES. DO NOT MIX HAND COUNT AND MACHINE COUNT. Record counts in Clerk's Report.
- Count the number of machine count and hand count ballots. Record counts in Clerk's Report.
- Then check machine count and hand count ballots for WRITE-IN votes.
- REMEMBER: You have THREE AccuVotes. Stations A, B and C. You count them all together. A tally sheet is included in the Green Binder to aid you in adding results.

## **Closing the Polls: Recording the Results (Cont.)**

- Now take the hand count ballots in their pile and record the markings on the ballot for all races. The Clerk then records the information in the HAND-COUNT FORMS provided in the kit. This will be part of the Clerk's Report.
- Take the write-in ballots in their pile and record the write in candidates for all races. The Clerk then records the information in the WRITE-IN FORMS provided in the kit. This will be part of the Clerk's Report.
- ADJUST YOUR TICKER TAPES TO REFLECT HAND COUNTS AND WRITE INS.
- Then sign all the ticker tapes. One posted at precinct, return other in green binder.
- The results at the precinct, including any adjustments, must be read out loud at the precinct and the Clerk's Report must be signed by the warden and clerk.

# **Closing the Polls: Sealing Ballots**

- Once you are done with the count, put the hand-count ballots and write-in ballots and put them in the manila HAND-COUNT manila envelopes and WRITE-IN manila envelopes.
- Then put the machine counted ballots, hand-count ballots, write-in ballots, and unused ballots in the GREY BALLOT BIN.
- Seal the GREY BALLOT BIN with two yellow secure ties.
- Put the used and unused provisional ballots in the Orange Bag and seal it with one yellow secure tie.



## **Closing the Polls: Sealing Ballots (Cont.)**

- REMEMBER: THE **ONLY THING** THAT GOES IN AND IS SEALED IN THE GREY BALLOT BIN ARE THE COUNTED BALLOTS, SPOILED BALLOTS, AND UNUSED BALLOTS. **THAT'S IT!**
- **NO PROVISIONAL BALLOTS, NO CHECK-IN/CHECK-OUT BOOKS, NO SUPPLIES, NO KITS,**
- **NOTHING ELSE !!!!!**
- All the other materials come back to City Hall in the cloth bag.

# Closing the Polls: Sealing Ballots (Cont.)

In other words...



THIS...

**DOES NOT  
GO INTO:**



THIS!

## **Closing the Polls: Securing and Returning Everything Else**

- Everything else is placed into the cloth bag for return to City Hall. Remember, the sealed ORANGE PROVISIONAL BAG goes in the CLOTH BAG!
- Clerks, also make sure the PAYROLL RECORDS are complete and NOT SEALED in the ballots. Make sure all poll workers are accounted for.
- Keep the memory cards for the voting machines in the machine. They will be removed at CITY HALL when the AccuVote comes back.
- AutoMark should be placed in the carrying case, including headphones.
- Once everything is done, the Police Officer returns with the sealed green ballot box, the voting machine with the memory card inside it, and the keys.
- Clerks and Wardens return to City Hall with the cloth bag.

**If you have any questions,  
issues at the polling location, or  
need anything else, CALL the  
ELECTION OFFICE:**

**(978) 674-4046**